

**REPUTED
COMPANY**

Accountant

- **Vacancy for:** 1
- **Posted on:** Aug. 19, 2018
- **Deadline:** Aug. 26, 2018, 5:20 p.m.

Basic Job Information

Job Category	: Accounting / Finance > Cash Management, Corporate accounting, Import/Export accounting
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Baneshwor, Nepal
Offered Salary	: NRs. 20,000.00 - 30,000.00 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 2 years
Professional Skill Required	: Swastik Accounting Software

Other Specification

- Must have completed Bachelors Degree in Accounting/Finance
 - Must have minimum 2-3 years of experience in related field
 - Self-motivated and enthusiastic
 - Smart and good personality
 - Ability to work under pressure and time management skill
 - Good knowledge of accounting software of Swastik
 - Sound knowledge of Nepalese Taxation such as, Income Tax, VAT, Customs, Excise and TDS
 - Sound knowledge of Nepalese Company Act
 - Good knowledge on internet and web surfing
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Job Description

- Establish and enforce proper accounting methods, policies and principles
 - Manage all transactions related to accounts
 - Prepares special financial report by collecting, analyzing, and summarizing account information and trends
 - Prepare day book, journal voucher and ledger
 - Coordinate with suppliers customer and clients
 - Proactively work to collect payment from the customers/clients
 - Dealing with tax authorities during tax audit/full audit
 - Perform entire finance, account and bank related works independently
 - Ensuring complete compliance of government rules and regulation
 - Preparation and submission of Income Tax/VAT returns, E-TDS
 - Analyze and review incomes and expenditures
 - Reporting to higher level management when required
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Applying Procedure

Apply Link : <https://merojob.com/accountnat/>

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